



WATSONIA RSL **WAKE &** **MEMORIAL** **PACKAGE**

Ph: (03) 9435 4233

Email: functions@watsoniarsl.com.au

WAKE & MEMORIAL PACKAGE

\$16.00 per head (choice of 4 items)

- Mini assorted muffins
- Selection of cakes
- Scones, jam & cream
- Assorted Danish
- Seasonal Fruit Platter
- Cheese & Dip Platter
- Gourmet Sandwiches
- Hot Selection of quiche
- Sausage rolls
- Hot Selection of pies
- Spinach & ricotta Filo

TERMS AND CONDITIONS

ROOM HIRE:

Room Hire \$250.00 for a 3 hour duration

Members will receive a \$100.00 discount on room hire upon presentation of a valid membership card

SECURITY: \$250 (Security guard required for all Friday & Saturday functions, per 100 guests)

BOND: Credit card details will be required to be given to cover the costs of any damages or extra cleaning incurred by the patron or guests.

BAR TAB: If you would like to run a bar tab, the amount is completely up to you - if you are a member of the Watsonia RSL a 10% deduction will be applied to the total bill if your membership card is left behind the bar.

Our Terms and Conditions are as follows:

CANCELLATIONS:

If notice of 30 days or less is given prior to the function your room hire fee amount will be forfeited.

CONFIRMATION OF BOOKING:

Your reservation isn't considered confirmed until receipt of the Room Hire fee. Your function space will remain tentative until payment is received, and the venue will be available to other clients should they enquire.

GUARANTEED NUMBERS FOR THE FUNCTION:

To ensure the success of your function, we require confirmation of final numbers 10 working days prior to your function. This will be the guaranteed number. Increases up to 5 people are acceptable if adequate notice is given. It is your responsibility to notify us of final numbers. Charges will be based on the guaranteed number or the number attending, whichever is greater.

Final numbers must reach a minimum of 50 people for all catered Functions.

YOUNG PEOPLE AND VICTORIA'S LIQUOR LAWS:

A minor will not be allowed on Watsonia RSL premises even for a private function without their own parent, stepparent, guardian or grandparent and even in the company of the required supervision NO ALCOHOL will be provided or should be consumed by the minor.

MEMBERSHIP REQUIREMENTS:

To host an event at the Watsonia RSL, the organizer must be a full member of the club. In the event that the organizer is not a Member, they will be required to join

EQUIPMENT HIRE CHARGES:

Charges may apply for special equipment or facilities provided for each function – please discuss cost and needs with the Function Manager.

SECURITY GUARD CHARGES:

A charge of \$250 per 100 guests will apply for all functions on a Friday or Saturday night, or other nights of the week if the Function Manager believes a security guard will be required to be rostered on under Liquor Licensing Requirements.

ADDITIONAL MEALS:

For musicians, video people and photographers must be paid for and are provided at a reduced cost.

DELIVERY/PICKUP OF EQUIPMENT:

The venue must be advised of all deliveries and collections made on behalf of the client. Payment for deliveries of goods must be made by the client in advance.

Assistance for moving in or out of equipment will only be possible if staff is available.

TERMS AND CONDITIONS

RESPONSIBILITIES:

The patron assumes responsibility for all damage caused by them or any of their guests, invitees or other people attending the function, whether in the function rooms or in another part of the venue. The patron shall bear the costs associated with any loss or damage caused to the club and its surroundings before, after and during the function. Any costs will be charged to the credit card that is provided at the time of booking.

General and normal cleaning is included in the cost of the room hire charge, but additional charges may be payable if the function has created cleaning needs above and beyond normal cleaning.

The venue will take all necessary care but will not accept responsibility for damage or loss of any client's property in the venue before, during or after a function.

The patron is responsible to conduct the function in an orderly manner and in full compliance with the rules and House Policy of the venue management and all applicable laws. We reserve the right to intervene if function activities are considered illegal, noisy or offensive.

The venue reserves the right to refuse the service of alcohol to any guests it considers to be underage, intoxicated or behaving in an offensive manner.

We accept cash, MasterCard, Visa Card, bank cheque and Electronic Funds Transfer (EFT). We do not provide credit. The contract signatory is liable to pay all monies due under this agreement. Full payment of the room hire and catering and any beverage package cost is required 10 working days before the event. Any additional food and beverage consumed is required to be settled at the completion of the function.

FIRE AND SAFETY:

Exit doors must be free of blockages, such as display stands and screens

Exit doors must not be locked, and exit signs must be clearly visible

Under no circumstances are patrons to take glassware, crockery or any other beverages outside onto the function room private balcony.

Highly flammable materials are not permitted

The use of open flames, heaters, lamps etc is not permitted

No smoke generating devices are to be utilized during any function due to the presence of smoke detectors. Failure to comply with this condition will result in the hirer paying a callout fee to the Metropolitan Fire Brigade to cover the cost of staff to rectify and reset alarms.

TIME EXTENSIONS:

Labour surcharges of \$5 per guest per hour will be payable for any function that continues beyond the agreed time.

BAR TAB:

The tab will start upon the first drink served unless otherwise stated by function organiser/s. This must be specified prior to function approval.

RESPONSIBLE SERVING OF ALCOHOL:

Minors will be required to be identified and will not be served alcohol during the function

We reserve the right to limit the quantity of alcohol consumed by any particular guest

We reserve the right to stop the supply of alcohol to the function guests, or any particular guests if it becomes apparent at any time (even prior to the scheduled finish) that the guests are intoxicated.

.

TERMS AND CONDITIONS

We reserve the right to close the function if the behaviour of the guests becomes unacceptable

Guests who are intoxicated will not be served any alcohol and will be required to leave the premises.

We know that you will agree with the sentiments of this policy, and it is understood when you book your function. Your co-operation with the above objectives is a term of contract between us. We will not be liable for any loss experienced by you or your guests by the implementation of any of the elements of this policy.

All prices are given in Australian dollars and are inclusive of Goods and Services Tax as defined in A New Tax System (Goods & Services) Tax Act 1999.

ACCEPTANCE OF TERMS AND CONDITIONS:

Please ensure you have read the above terms carefully. If you do not understand any of the terms or have any questions, please discuss them with our representative. If you have read and understood the terms set out above and accept them, please sign the terms in the below section and initial all pages. In signing the terms, they are binding upon you.

Function: _____

Function Date: ____/____/____

Signed: _____

Date: ____/____/____

CREDIT CARD DETAILS:

Name on Card: _____

Card Number: _____

Expiry: ____/____

CCV: _____